

BUSINESS

Washington State Employment Security Department

June 2001

Update

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Agency Has New Leadership

The Employment Security Department has a new commissioner. Dr. Sylvia Mundy comes to Employment Security with a strong record in both the public and private sectors in human resources, fiscal management, workforce development and administration. "I am very excited to step into this position and this opportunity. I am committed to the continued movement of this department in a positive direction," Mundy said.

Her objectives include maintaining the agency's leadership in the state's Workforce Development System, as well as efficiently moving people into meaningful jobs with career potential.

A former employer herself in the food industry, Commissioner Mundy was the president and CEO of a company that owned, operated and marketed several restaurant franchises. Most recently, Mundy worked as the director of the Center for Business and Industry at Virginia Highlands Community College, where she oversaw the development of the program.

Mundy holds a Doctor of Philosophy degree from Catholic University in Washington, D.C., a Master of Arts degree from Columbia University and a Bachelor of Science degree from Howard University. She has served on numerous workforce development and education committees during her career.

Credit Statements have been Mailed

Credit statements were mailed in April and we have received more than 10,000 requests for refunds. It will take some time for us to research and process this number of refunds. We have assigned additional staff to assist in the effort and are processing requests by date received.

As credit statements will be mailed again soon, it is possible that you may received a second one. Please DO NOT send a second request for a refund. We do thank you for your patience.

For *UIFastTax* or ICESA filers, it is possible that your payment enters the system prior to your report. In this case you may receive a credit statement when in fact no credit is due. You will receive a letter if research reveals that no credit is due.

UIFastTax CD

Approximately 1,000 businesses have been selected to pilot the newest CD version of *UIFastTax* for second quarter reporting. Businesses will be contacted in June letting them know that they were selected and to determine how they want to receive the software. Options are to download the software from the Internet or have a new CD mailed. To report on *UIFastTax*, Call (360) 902-9351 or register on-line at www.wa.gov/esd/tax and click on the link to *UIFastTax*.

OES Survey Coming Down to the Wire

The Occupational Employment Statistics (OES) survey, which collects data on occupations and wages in Washington State, is rapidly approaching it's annual deadline. By mid-August, the OES unit must finish collecting and processing survey information for more than 6,000 of the more than 8,000 firms contacted during this survey period.

Estimates from this survey are the main source of occupational data which is a key component of labor market information. Knowledge of the number of persons employed in various occupations and their associated wages helps people in career development and also helps business and government in their economic planning.

If your firm receives a survey form or a call from the OES staff, please take a few moments and participate in this important survey.

Want to cut hiring and recruiting costs?

Looking for an employee who not only needs a job, but also wants to work? See your local WorkSource or Employment Security office to inquire about WorkFirst participants. Check the blue government listings in your phone book under "State" for Employment Security Department/Employment Services, or log onto the Internet at www.wa.gov/WORKFIRST/. The newsletter link near the top of the screen gives easy access to the program's success stories and updates for both participants and for businesses who hire them.

The Washington

Employer Help Line

What's in it for me?

- File 'no payroll' quarterly tax reports.
- Obtain key data about your UI tax account.
- Have selected forms and/or publications faxed to you.
- Get help with your recruiting or place orders to fill anticipated job openings.
- Access these and other services 24 hours a day, any day. Just dial:

(206) 340-1400 - Seattle

(509) 892-9211 - Spokane

(253) 305-0038 - Tacoma

1-888-836-1900 - Toll Free

You get

qualified job candidates.

We get absolutely nothing.
(better hurry before we rethink this deal.)

List jobs for free at
go2worksource.com

go2worksource.com lets you reach thousands of Washington job seekers daily without spending a dime. Simply go to the site, post your job listings and watch the resumes roll in. Just please don't call our accountants.

WorkSource
Washington

Need more blank Quarterly Tax or Wage Reporting forms?

Washington State employers can obtain the Quarterly Tax or Wage Detail Report forms (5208 A and B) by doing any of the following:

- Contact the local District Tax Office,
- Call (360) 902-9360, or
- Send an e-mail to: forms@esd.wa.gov.

When sending the request for forms via e-mail, include the mailing address as the forms are **only** sent by mail. Due to processing limitations, these forms are **not** available to download **or** to be faxed.

Is now the time to try *ULFast* Tax for your business? No forms needed! Call (360) 902-9351 or register online at www.wa.gov/esd/uifasttax/.

Employer Tax Credits

The **Work Opportunity Tax Credit (WOTC)** is a federal income tax credit that can save employers up to \$2,400 each time they hire someone who is a member of one of eight targeted groups.

The **Welfare-to-Work Tax Credit (WtW)** is a federal income tax credit that can save employers up to \$8,500 over a two-year period when they hire long-term welfare recipients.

Information and forms (IRS Form 8850 and ETA Form 9061) are available by:

- Visiting the US Department of Labor's website www.workforcesecurity.doleta.gov/employ/wotc.asp;
- Contacting the WOTC Unit at 1-800-669-9271; or
- Using the Fax-On-Demand Service (**forms only** - call 1-877-828-2050) from your touch-tone phone or fax machine and requesting #103 (IRS Form 8850) or #104 (ETA Form 9061) and it will be faxed to you.

Mail your completed forms to:

Employment Security Department - WOTC Administrative Unit - PO Box 9046 - Olympia, WA 98507-9046

Attention to Claimant Notices May Prevent Overpayments and Inaccurate Charges

All employers who reported wages during the claimant's *base year*, are sent a **Notice to Base Year Employer** form (EMS 166). Please verify that the hours and wages listed as reported by your firm are correct. Column 5 lists the total hours and wages reported by your firm for the base year quarters shown in Column 4. If there is a correction to be made, list the correct hours and wages by quarter and fax or mail it to the address listed on the bottom of the form. Rapid response may prevent an overpayment to the claimant.

Spokane Local Area Telephone Numbers

Employers in the Spokane local calling area can now access the Employer Help Line by calling a local Spokane telephone number, 509-892-9211. (The local area Help Line number for Seattle is 206-340-1400 and for Tacoma, 253-305-0038.)

Employers who are located outside of these areas should continue to call 1-888-836-1900. There is also a Telecommunication Device for the Deaf (TDD) and hearing impaired at 1-800-833-6388. Employers must use their Personal Identification Number (PIN) when calling any of these numbers for account specific information.

The Employer Help Line allows employers to obtain instant answers to questions about unemployment insurance taxes including vital data on their tax accounts. They can also file no-payroll reports and receive forms and instructions for their use by accessing the fax back option.

In addition to the above information, **unemployment benefit claimants** who call from the Spokane local calling area can now file their weekly claims by calling 509-892-6888 (English language only).

Effective July 29, 2001, the toll-free telephone numbers for the Employer Help Line (1-888-836-1900) and the UI Information and Weekly Claims Line (1-800-318-6022) will be blocked for Spokane local calling area residents. They must use the new local numbers.

Save Your Business Money With Shared Work!

Are you anticipating or experiencing an unexpected slowdown in your business?

**For more information, call
1-800-752-2500**

Not available during seasonal slowdowns or for part-time employees.

Data Sharing for Training-Related Services

The information that employers and claimants provide us is private and confidential; however, by law we are able to share a limited amount of information for the purpose of providing claimants and other job seekers with employment and training-related services.

The name and address of each claimant's last employer is shared with our WorkSource partners that include community colleges, community service organizations such as Community Action Councils and Career Pathways, the Department of Social and Health Services (DSHS) and the Division of Vocational Rehabilitation with DSHS.

It's On The Net

Employment Security: The Right Connection

**Visit Employment Security's
Homepage at: www.wa.gov/esd**

The News You Need To Know About Employment Security.

- Take a look at our special programs for business.
- Get important tax information.
- Improve your general knowledge about ES.
- Find out what's going on -- look at our current publications.
- All that is at hand merely by visiting Employment Security's Home Page.